

AGENDA ITEM SUMMARY SHEET

City of Rollingwood

Meeting Date: April 19, 2023

Submitted By:

Staff

Agenda Item:

Discussion and possible action on an ordinance amending the city's Code of Ordinances Sections 107-399, 107-518 and 107-520 related to public hearing notice

Description:

Based on the direction provided by City Council at the March 22, 2023 meeting, City Staff has prepared this ordinance to amend the public hearing notice requirements related to required public hearings for changes in zoning regulations or zoning district boundaries. Additionally, included in this ordinance are amendments to the Special Use Permit process to keep the noticing requirements consistent with the proposed changes for zoning public hearings.

The proposed amendments require that published notice in the newspaper shall only be required for the City Council's public hearing, and that the notice shall be published at least 16 days prior to the City Council's public hearing on that matter, which is consistent with State law. It will also require written notice of the public hearing to be mailed to property owners at least 20 days prior to both the Planning and Zoning Commission public hearing and the City Council public hearing. The amendment maintains the City's additional local requirement that the mailed notice be sent to all property owners within 250 feet of the subject property (inside the city limits) for zone change requests to R-Residential and to P-Park districts, and mailed to all property owners within the city limits for zone change requests for any other district.

This amendment will eliminate the extra published notice in the newspaper prior to the Planning and Zoning Commission meeting and will reduce the timing on the mailed notice from 30 days to 20 days.

In Sec.107-399 *Special Use Permits* of the City's Code, staff is also proposing to remove portions of subsection e, for consistency with current practices. Specifically, the last sentence of subsection e.3 is proposed to be removed, as specific mailed notice requirements related to the City Council public hearing have been added and clarified. Additionally, subsection e.4 is proposed to be removed as the current City practice for public hearing notices is for City Staff to prepare and send required public hearing notices.

In addition to these proposed code amendments, City Staff will be utilizing the City's website to provide additional information relating to development applications and ordinance amendments that require public hearings in order to have more information readily available to the public.

Action Requested:

To consider ordinance 2023-04-19-21 amending the city's Code of Ordinances Sections 107-399, 107-518 and 107-520 related to public hearing notice

Fiscal Impacts:

Possible reduced noticing costs due to the removal of the requirement for newspaper notice prior to the Planning and Zoning Commission meeting.

Attachments:

- Draft Ordinance 2023-04-19-21